

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **DPW**

DATE: AUGUST 17, 2006

Committee Members Present:	William Remington, Superintendent, Dept. of Public Works
Supervisors Belden	William Lamy, Deputy Superintendent, Dept. of Public Works
Bentley	Judy Johnson, Fiscal Manager, Dept. Of Public Works
Haskell	William Thomas, Chairman
Mason	Joan Parsons, Commissioner of Administrative & Fiscal Services
Stec	Joan Sady, Clerk
Merlino	Supervisor F. Thomas
Committee Member Absent:	Supervisor O'Connor
Supervisor Geraghty	Supervisor Gabriels
	Supervisor VanNess
	Carlene Ramsey, Sr. Legislative Office Specialist

Mr. Belden called the meeting to order at 9:30 a.m.

Motion was made by Mr. Mason, seconded by Mr. Merlino, and carried unanimously to accept the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to William Remington, Superintendent of the Department of Public Works (DPW), who distributed an Agenda packet to each of the Committee members and a copy is on file with the minutes.

Mr. Remington explained the routine department business was listed first on the meeting's agenda since the budget presentation would be more time consuming. He began his report with old business, Referrals from the Clerk of the Board, and he directed attention to page 2 of the Agenda packet.

Mr. Lamy, Deputy Superintendent of DPW, reported that only one vendor had responded with a quote on the updating and printing of the county maps. He explained that other vendors could only do segments of the project, such as updating the maps or printing the maps, but not both. He said he was exploring the possibility of using the County and Towns' highway personnel to update the map data and he hoped to finalize the details soon.

Mr. Lamy said he understood the County Attorney was continuing the negotiations on the Alder Brook Bridge project, and therefore no update was available.

Mr. Bentley entered the meeting at 9:36 a.m.

Mr. Remington said the demonstration of the Gas Boy system would take some time and he pointed out that not all of the Supervisors were able to be present today, and the proposed budget would consume the allotted time. Therefore, he suggested the demonstration could be postponed until the next Committee meeting.

There being no objections, Mr. Remington proceeded with his report and said the six-month shop review was due at the October Committee meeting. As for the bridge on Big Hollow Road in the Town of Lake George, he said he felt the site work would be quite involved. He noted that Supervisor Belden had wanted to visit the bridge for a first-hand review of the proposed project, and he urged the other Committee members to visit the bridge site.

Mr. Belden pointed out the bridge was currently owned and maintained by the Town of Lake George. He echoed Mr. Remington's suggestion that the entire Committee should visit the proposed site prior to the next Committee meeting.

Discussion developed with regards to the care and maintenance of local bridges. Mr. Remington explained that bridges over 25 feet in length would generally be taken over by the County. This particular bridge, he said, was a new bridge the Town had constructed over the top of the old bridge, which lengthened the abutments and narrowed the two-lanes down to a one-lane bridge. He said the bridge would require expensive maintenance work at some time in the future. Mr. Remington said he learned, through conversations with the County Attorney, Paul Dusek, that the County was not obligated to take over this particular bridge. He noted it was an option available to the Board of Supervisors.

Mr. Wm. Thomas entered the meeting at 9:40 a.m.

Mr. Belden expressed his concern that the County would be asked to take over a number of Town bridges if this project was agreed to. He cautioned the Committee members to seriously review the project before making any decisions.

Mr. Remington reported the search for additional radio tower sites had been stalled somewhat, due to maintenance issues with the current radio system. He explained that Brian LaFlure, Systems Coordinator with the Sheriff's Office, had determined the glitch with the radio system had been caused by someone intentionally targeting the radio system.

Mrs. Parsons entered the meeting at 9:41 a.m.

An extensive discussion ensued as various Supervisors expressed their concern that the DPW staff may need some assistance from a particular branch of law enforcement.

Motion was made by Mr. Mason, seconded by Mr. Merlino and carried unanimously to

authorize Mr. Remington to report the suspected vandalism of the radio system to the Sheriff's Office and Federal Communications Commission (FCC).

With regards to the final item on page 2 of the Agenda packet, Mr. Lamy gave a brief report on the Corinth Road corridor project. He explained the Town of Queensbury had begun the process of contacting the private property owners to obtain their signed permissions allowing National Grid to mark the properties and identify the impact of the above ground utility equipment.

Mr. Stec, as Supervisor of the Town of Queensbury, reported the Town's Executive Director of Community Development had recently resigned her position. However, he noted the Town had made arrangements with an independent firm to take charge of the project. He further commented the construction of the new rescue squad building should be completed by early 2007 and the old building could then be demolished to allow the road construction to begin.

Mr. Gabriels entered the meeting at 9:50 a.m.

In addition, Mr. Lamy mentioned the Quaker Road, Route 9 and Route 254 project was expected to be completed by November 2006. As for the Haviland and Meadowbrook Road Intersections, he said the County was prepared to relocate Meadowbrook Road, as previously discussed. However, he explained, the property acquisition was on hold while the private owner worked out minor title issues with their deeded property.

Returning to the Agenda review at New Business, new highway projects, Mr. Lamy reported the County had been awarded the Beach Road reconstruction project (\$2.4 million with federal and state aid) and the Harrington Road Bridge project at Mill Creek in the Town of Johnsbury (\$1 million project to rebuild a County owned bridge on a Town road). He said the RFP (Request for Proposal) process was underway to secure the federal/state aid.

Mr. Lamy explained the proposed 2007 Budget would need to be amended to include these two projects, since the approval had been received after the Budget was printed.

Mr. Remington cautioned the Committee members that the Beach Road reconstruction would be a high visibility project. In addition, he said the project was rather complex with drainage over lands owned by the New York State Department of Environmental Conservation (NYS DEC). He noted a meeting had been scheduled for early September with the Mayor of the Village of Lake George and DEC representatives. The intent, he stated, was to provide all of the parties the opportunity to comment on the RFP development. He acknowledged the project would be critical to the County's tourism industry and he was pleased the County had been awarded the project.

Mr. Remington directed attention to page 3 of the Agenda packet, regarding Road Fund Projects to be closed out. Judy Johnson, Fiscal Manager of DPW, reported some of the

projects had small remaining balances that would be transferred back to the general fund by the middle of September (approximately \$10,000). One exception was the Glen Athol Culvert Over No. 9 Brook Project (Capital Project H248.9550 280) which, she said, had a net balance of \$93,336.81 to be returned to the general fund.

Mrs. Parsons clarified the Board of Supervisors had passed a resolution in 2005 (Resolution No. 770 of 2005) to close the Glen Athol Culvert Over No. 9 Brook Project, although the accounting had not been completed. Therefore, she said, a new resolution would be necessary to close the project again.

Motion was made by Mr. Mason, seconded by Mr. Bentley and carried unanimously to close the Glen Athol Culvert Over No. 9 Brook Project, Capital Project H248.9550 280 and to transfer any remaining balance back to the source of funding. The request was referred to the Finance Committee.

Mr. Remington turned to page 5, and he explained the County currently had six flashing traffic signals that were powered by National Grid. He said National Grid required a contract with the County for the electricity usage and the funds had been budgeted. Mrs. Johnson explained the costs in 2005 had totaled \$1,600 for all six traffic signals.

Motion was made by Mr. Merlino, seconded by Mr. Bentley and carried unanimously to authorize a contract with National Grid in the amount to be determined as set forth in the "determination of kWh Consumption" section of Service Classification No. 4 of the P.S.C. No. 214 Electricity with regards to traffic signals in Warren County, and the necessary a resolution was authorized for the September Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Haskell entered the meeting at 10:00 a.m.

Next, Mr. Remington reported the National Institute for Automotive Service Excellence (ASE) offered a certification course that he would like to encourage his mechanics to attend. He explained the training and testing fees would not exceed \$68.00 per employee, and there were five or six eligible employees. He commented that such training would not only boost the staff's morale and confidence, but it would also protect the County with well trained employees.

Mr. VanNess entered the meeting at 10:01 a.m.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to authorize the payment for ASE mechanic training and testing, and the necessary a resolution was authorized for the September Board meeting. A copy of the resolution request form is on file with the minutes.

Mr. Remington explained there were two vacant positions he would like to fill and a

number of staff members had expressed an interest in "moving up in the ranks, so to speak." He noted the salary budget would actually decrease due to the reduced longevity reimbursement for the shorter-term employees, and pages 12-15 listed the various personnel shifts related to the retirement of a MEO(L) #6, Grade 5, Base Salary of \$24,601 (Employee No. 10568), which would be filled by the promotion of Cleaner #6, Grade 2, Base Salary of \$21,789 plus shift differential (Employee No.10883).

Motion was made by Mr. Bentley, seconded by Mr. Mason and carried unanimously to authorize the requests to fill vacant positions be forwarded to the Personnel Committee. Copies of the Notice of Intent to Fill Vacant Positions are on file with the minutes.

Continuing, Mr. Remington reminded the Committee members that a HEO (Heavy Equipment Operator), Luman Bennett, had passed away in July 2006. Mr. Remington stated the position had been left vacant since that time, out of respect for Mr. Bennett. However, he said, it was now time to fill the vacancy. He proposed to fill the HEO #1 position, Grade 8, Base Salary of \$30,870 via promotion of MEO(M) #5, Employee No. 9826, Grade 7, Base Salary of \$27,904. He also requested to fill MEO (M) via promotion of MEO(L) #11, Employee No. 10576, Grade 5, Base Salary of \$24,238; and subsequently to fill MEO(L) #11 by the promotion of Laborer #34, Employee No. 11097, Grade 2, Base Salary of \$21,789 plus shift differential. He noted that the promotion of Laborer #34 would leave a vacant night crew position.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to authorize the request to fill vacant positions be forwarded to the Personnel Committee. Copies of the Notice of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Remington reported the County had been awarded grant funds related to the Diamond Point drainage restoration project, in the amount of \$27,500. Likewise, he said, the County had been awarded grant funds related to the storm water phase 2 MS 4 implication of local laws, in the amount of \$9,000 for water quality improvement.

Mr. Remington noted the 2006 Budget had been amended to reflect the receipt of the grant funds and no further action was required.

The final Agenda Item was the proposed 2007 Budget review and Mr. Remington directed attention to the DPW Budget binder distributed to each of the Committee members (a copy is on file with the Clerk's Office).

Mr. Remington referred to the Agenda for the budget presentations of the various divisions within DPW which had been distributed to each of the Committee members and a copy is attached with the minutes. He noted the immediate presentation would focus on the sections listed under DPW, as follows:

A.1490 DPW Administration A.3640 N.C. & C.D.

A.3641	Local Emergency Planning	D.5110	Maintenance
D.3310	Traffic	D.5111	Road Construction
D.5010	Highway Administration	D.5142	County Snow
D.5020	Engineering/Sewer	D.5148	Services to other Governments
		DM.5130	Machinery

Mr. Remington pointed out the 2007 proposed budget figures included the various capital projects, just as the 2006 proposed budget. Mrs. Johnson clarified the capital projects were listed with the "A" accounts, although the two new projects Mr. Lamy had referenced earlier, were NOT included in the totals as of yet. She directed attention to the pocket on the inside front cover of the Budget Binder for the information pertaining to the two new projects (entitled Capital Project List - Federal/State Aid "Additional").

Mr. Remington reported that most of the figures had remained essentially the same as last year, with the exception of energy and project related expenses. He mentioned the first few pages in the Budget Binder provided summary pages of the various groups of accounts as follows:

- A General Fund ("A" codes)
- B Solid Waste Management ("CL" codes)
- C County Road Funds ("D" codes)
- D Machinery Fund ("DM" codes)

Mrs. Johnson reported this was the first year the Budget had been prepared with the New World accounting software. She said the software had worked quite well, although the program occasionally printed out a blank page and she did not want the Supervisors to worry that data had been removed or forgotten.

Mr. Remington reported the Public Works Administration Budget (A.1490) remained flat with a 2007 request for \$106,965, compared to a 2006 appropriation of \$106,965.

Mr. Remington stated the next budget was the Civil Defense (A.3640), with a 2007 request of \$91,829 as compared to a 2006 appropriation of \$107,399, a decrease of \$15,570 since the 2006 Budget included the special purchase of emergency generators and cots. He emphasized the budget decrease was **not** due to a cut in the level of service.

Mr. Remington noted the Local Emergency Planning Budget (A.3641) remained flat at a 2007 request of \$1,500 compared to a 2006 appropriation of \$1,500.

Next, Mr. Remington referred to the capital project list under the Engineering Budget (D.5020) which requested \$880,000, plus the "Additional" projects of \$74,000. He directed attention to pages 52 and 53 of the 2007 Tentative DPW Budget [Transfer of Capital Projects (A.9950)]. As for the "Additional" projects Mrs. Johnson had spoken

of earlier, he said the projects had just been announced the day before, on August 16, 2006, and he felt Warren County was fortunate to receive those two new projects.

Mr. Lamy pointed out the Local Share portion was based upon how much work could be accomplished in 2007. As for the Beach Road project, he said the \$44,000 figure was for the engineering and design, and he expected the construction costs would be included in the 2008 Budget.

Mr. Remington reminded the Committee members the federal and state aid construction phase of the projects would qualify for Marchiselli money of 15% plus the 80% federal funds. However, he noted, the engineering costs did not qualify for the 15% Marchiselli funds.

Mr. Wm. Thomas left the meeting at 10:19 a.m.

Mr. Lamy briefly reviewed the projects listed on page 53. He explained the figures were estimates only, since the bid figures were not yet available on the various projects. He said the estimated cost for the Corinth Road project of \$200,000 would be spread out over a three year period; and the Woolen Mill Bridge had been allotted the \$135,000 in the 2006 Budget, although the project had not yet begun construction.

Mrs. Parsons agreed that if the 2006 Budget contained the \$135,000, it could be transferred into the 2007 capital project. She said she would verify the funds for both the Corinth Road and Woolen Mill Bridge Projects.

Mr. Lamy commented the Lake George Basin Sewer request of \$350,000 was new money, which would be needed for the sewer extension in the Town of Hague. In addition, he said, the Padanarum Road Bridge, Grist Mill Road Bridge and Tannery Road projects were all new requests for funds. Mrs. Parsons explained that each of the three projects had been allotted \$10,000 in the 2006 Budget. Mr. Lamy said he would verify the figures and adjust the Capital Projects request as necessary.

Following a brief discussion, Mr. Remington confirmed the Capital Projects request of \$880,000 would be increased by \$74,000 for the two "Additional" projects, and then reduced by the amount of funds available for carry over from 2006 to 2007.

Mr. Remington directed attention to page 68, the County Road Summary Page of the "D" Funds. Mrs. Johnson reported the proposed budget had allowed for a 10% increase in the 2007 insurance premiums, although she had not yet received the actual figures from the Self Insurance Department.

Mrs. Parsons explained the County had several insurance-related issues that were not yet resolved and thereby prevented the County's insurance broker from obtaining the proper estimates before the budget review meetings. She mentioned a special Insurance Committee meeting had been scheduled for August 31st and she anticipated

the insurance rates would change for a number of the County departments.

A brief discussion ensued.

Mrs. Johnson explained the D Fund budgets did not include any figures related to bonded projects. She said Rick Murphy, Accountant in the Treasurer's Office, had advised her that no figures were available (as of yet) regarding the debt payments on the serial bonds. She further noted, that once the County Treasurer had determined how to handle the payments, the figures would then be inserted into the "D" Fund Budget.

Mr. Remington said the Traffic Control Budget (D.3310) showed a 2007 request of \$510,316.00, as compared to the 2006 appropriation of \$500,601.00, an increase of \$9,715.00, due to the 3% salary increases in the bargaining unit.

Mr. Remington apprized the Highway Administration Budget (D.5010) showed a 2007 request of \$224,854, as compared to the 2006 appropriation of \$223,308, a decrease of \$1,546.00. However, he stated the costs for new GIS equipment would be discussed with the Engineering budget.

Mr. Remington stated the Engineering Budget (D.5020) showed a 2007 request of \$366,603, as compared to the 2006 appropriation of \$357,503, an increase of \$9,100, again due to the purchase of the same GIS equipment utilized by other County Departments.

Mr. Remington explained the DPW maintained an inventory of County road signs, culverts, ditches, tree & brush cutting, pavement grading, bridge ratings etc., which could all be added to the GIS database. That way, he said, his Office could perform a review of a certain section of a road almost immediately.

Mrs. Johnson reminded the Committee members that Mr. Lamy's salary was divided between the Engineering Budget and the Sewer District Budget (see H.9551 on page 86).

Next, Mr. Remington referred to the Maintenance of Roads Budget (D.5110) which showed a 2007 request of \$2,772,359.00, as compared to the 2006 appropriation of \$2,752,762.87, an increase of \$19,596.13 due to equipment rental costs.

Mr. Remington directed attention to a summary of the proposed 2007 highway paving and reconstruction project list, which he said, could be found on pages 148 through 151 of the proposed budget. He mentioned the price of blacktop had increased from \$28 per ton to \$50 or \$60 per ton, which meant a resurfaced road project was much more expensive than it used to be.

Mr. Remington suggested the County could benefit from a very active, aggressive,

maintenance program to preserve the roads. He pointed out the 2007 budget included \$90,000 for crack fill to keep the water from getting under the pavement and subsequently freezing and buckling the pavement.

Mr. Haskell commented, as Supervisor for the Town of Thurman, his Town had seen good results with their "crack & fill" program.

Discussion developed as to the benefits of performing the work in-house as opposed to sub-contracting for the work and equipment.

In response to comments from various Supervisors, Mr. Remington said he would research the costs to purchase the crack & fill equipment and report back to the Committee.

In summary, Mr. Remington stated the Budget Officer and Committee Chairman had directed him to keep the tax portion of capital projects and the road fund projects at the same level as last year. He pointed out the increase was due to the increase in CHIPS (Consolidated Highway Improvement Program) so the tax burden was essentially the same as last year (see page 153).

Mr. Remington addressed the Snow Removal Budget (Code D.5142) which showed a 2007 request of \$1,574,590.00, in comparison to the 2006 appropriation of \$1,482,209.00, an increase of \$92,381.00 due to fuel expenses.

Mrs. Johnson pointed out the Treasurer's Office had provided the costs for the employees' Health Insurance Premiums. After the budget had been prepared, she noted, the Treasurer's Office alerted her that the original figures were wrong. She explained the Health Insurance premiums would have to be increased by 12%.

With regards to the Overtime Salaries, Mr. Haskell said it was his understanding the figures were provided by the Treasurer's Office. He expressed his concern that the DPW Committee members had recently agreed to review the overtime figures "realistically".

Mrs. Parsons clarified the Salary Budget was produced and printed by the Personnel Department. She noted the overtime figures were not changed, unless specifically requested to do so. She further commented that a number of the departments did not come back to their Committees with overtime shortages, if funds were available for transfer within their budgets. She said her suggestion would be to cut some of the other expense categories, in anticipation of overtime needs.

Mrs. Parsons further explained the Treasurer's Office had the ability to override an overtime shortfall temporarily, until the Department Head could transfer funds within the budget code to cover the shortage.

Mr. Remington said he was confident the statistics would show that at least one road or bridge erosion was likely to occur in any given year. Therefore, he noted, the challenge for his Department was to budget for "the average" and then adjust throughout the year.

Mr. Remington noted the budget for Services to Other Governments (Code D.5148) remained flat with a 2007 request of \$120,000.00, in comparison to the 2006 appropriation of \$120,000.00.

Mr. Remington stated the Machinery Fund Budget (Code DM.5130) showed a 2007 request of \$2,231,834.00, in comparison to the 2006 appropriation of \$1,784,352.60, an increase of \$447,481.40 largely due to the equipment requested.

Mr. Gabriels left the meeting at 10:59 a.m.

Mr. Remington referred to page 173 of the proposed DPW Budget and reviewed the list of equipment requested.

Mrs. Parsons exited the meeting at 11:02 a.m.

Mr. Remington pointed out there were currently two Auto Mechanics and one Auto Mechanic's Helper. He noted the Helper had been working out of code for quite some time, since that the DPW garage maintained the vehicles assigned to the Public Health Office. He presented a request to promote the Auto Mechanic's Helper to Auto Mechanic, and eliminate the Helper position.

Messrs. VanNess, Merlino, O'Connor and Stec left the meeting at 11:07 a.m.

Discussion turned to a thorough review of the 2007 Budget Equipment Requests (page 173).

Messrs. VanNess, Gabriels and Merlino returned at 11:10 a.m.

Mr. Remington explained that when the annual maintenance costs exceeded the value of the equipment being maintained, it was more cost effective to replace it.

It was the consensus of the Committee that the majority of the equipment listed had been repaired well beyond its normal life expectancy.

Mr. Stec returned the discussion to the summary pages (A, B, C, & D) and said he understood the Capital Projects total of \$880,000 would be adjusted to reflect the \$74,000 in new projects, minus what funds could be carried over from 2006.

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried unanimously to approve the DPW Budgets as presented; and authorize the Committee chairman to

sign them and submit same to the Budget Officer.

On motion by Mr. Stec and seconded by Mr. Merlino, Mr. Belden adjourned the DPW portion of the budget meeting at 11:18 a.m.

Respectfully submitted,
Carlene A. Ramsey, Sr. Legislative Office Specialist